

E. RETAKING EXAMINATIONS

It is desirable to allow yourself sufficient time to study before retaking your FAA examination. Your next appointment must be at least 30 days after your last examination date. Retests may be taken within 30 days on first and second attempts if proper instructor sign-off is provided.

The procedure for registering and making an appointment to retake an examination is the same as outlined in steps A and B. You will need to present FAA required documentation each time you retake your examination.

F. EXAMINATIONS AVAILABLE ON THE PLATO SYSTEM

Upon completion of the registration steps outlined in this booklet, the following FAA Airman licensing examinations are available to you at any PLATO Professional Development Center throughout the United States. It is important to first contact your local FAA Flight Standards District Office (FSDO) to ensure you have completed all the requirements necessary to take the Airman test for which you are registered.

Pilot Examinations

Recreation Pilot

Private Pilot

Commercial Pilot

Instrument Rating

Instructor

Flight Engineer

Airline Transport Pilot

Maintenance Examinations

Mechanic-General

Airframe

Powerplant

It is also important that you identify the specific sub-test or rating that you are testing for (e.g., Private Pilot-Airplane, Commercial Pilot-Helicopter, etc.). This information will be required by Central Registration for both telephone and FAX registrations.

QUESTIONS

What is the PLATO® system?

What are the advantages of the PLATO system for testing purposes?

How easy is it to take a test on the PLATO system?

ANSWERS

The PLATO computer system was originally developed for delivery of individualized, computer-managed instruction for students, instructors, and school administrators. During the mid-1970's, the PLATO system was expanded to meet the testing needs of a variety of certifying organizations and government agencies through a network of PLATO Professional Development Centers located in metropolitan areas across the country.

In 1989, PLATO was acquired by The Roach Organization, Inc. (TRO), an international training and education company. TRO's Certification and Testing Services division has since established a distinctive list of sponsoring clients.

Convenience is the major advantage of examinations administered on the PLATO system. Examinations are delivered daily in a network of more than 60 PLATO Professional Development Centers. Once you have registered for an examination, you can make an appointment at any Center to take the test. Your score is available as soon as you have completed the examination, so you can take the exam at your convenience and leave the Center knowing your score.

Taking a test on the PLATO system is easy! Users are not required to have training in computer programming or prior experience in operating microcomputer workstations.

Before taking your examination, an introductory lesson delivered on the PLATO system will familiarize you with its operation. The practice exercises include drills designed to ensure your understanding of the procedures used in completing the examination. The time you spend working with the introductory lesson will not count against the time allotted for the examination.

One of the key features of the PLATO system is the touch-sensitive screen which allows you to answer questions by simply touching the proper area on the workstation screen. An example of how a question appears on the PLATO testing workstation is contained within this booklet.

QUESTIONS

ANSWERS

Where is the location of the nearest PLATO Professional Development Center to me?

The enclosed list of PLATO Professional Development Centers will help you determine the most convenient location for taking your examination. Center hours are normally 8:30 a.m. to 4:30 p.m., Monday through Friday. Please check with your local Center to verify actual hours.

How do I register to take my test on the PLATO system?

Registration procedures for your particular organization are outlined on the inside cover pages of this booklet. You must complete the registration procedures before making an appointment to take your examination on the PLATO system.

How do I make an appointment to take a test on the PLATO system?

Once you have registered for your examination, contact your local Center as far in advance as possible in order to secure an appointment that is convenient to your schedule. Be prepared to provide the Center personnel with the date and time you desire, as well as:

- Your name and social security number or birthdate
- A telephone number where you can be reached
- The name of the examination or its identifying test series number

May I make an appointment for a test before being registered on the PLATO system?

No. The Center personnel are not able to make an appointment for you unless you are registered on the PLATO system.

May I schedule an appointment for a date past the effective period of my registration?

No. The Center personnel will not schedule an appointment for a date past the expiration of your registration. You will need to reapply if your registration has expired.

QUESTIONS

ANSWERS

Am I able to take two or more different tests on the same day?

Yes, providing you make a separate appointment for each test prior to your examination date.

May I cancel an appointment after it is scheduled?

Yes, however, you must call the Center by noon, two business days before your scheduled test date to avoid a cancellation fee. Your cancellation will be considered "timely" if you cancel according to the following schedule:

If Appointment is Scheduled for:

Cancellation Must be Made No Later Than Noon On:

Monday

Thursday of the preceding week

Tuesday

Friday of the preceding week

Wednesday

Monday of the same week

Thursday

Tuesday of the same week

Friday

Wednesday of the same week

Note: If a holiday occurs during the normal cancellation period, this schedule will be adjusted to define "timely" cancellation as one day earlier than stated above.

If you make a timely cancellation as outlined above, you will be permitted to reschedule your examination without penalty. If you cancel too late, do not appear, or arrive too late for your appointment, you will be assessed a cancellation fee. When the cancellation fee is paid, you may apply to revalidate your registration.

Number of minutes remaining in your examination, updated each time a question is plotted on the screen.

Touch this box if you need to review a quick summary of the instructions in the introductory lesson.

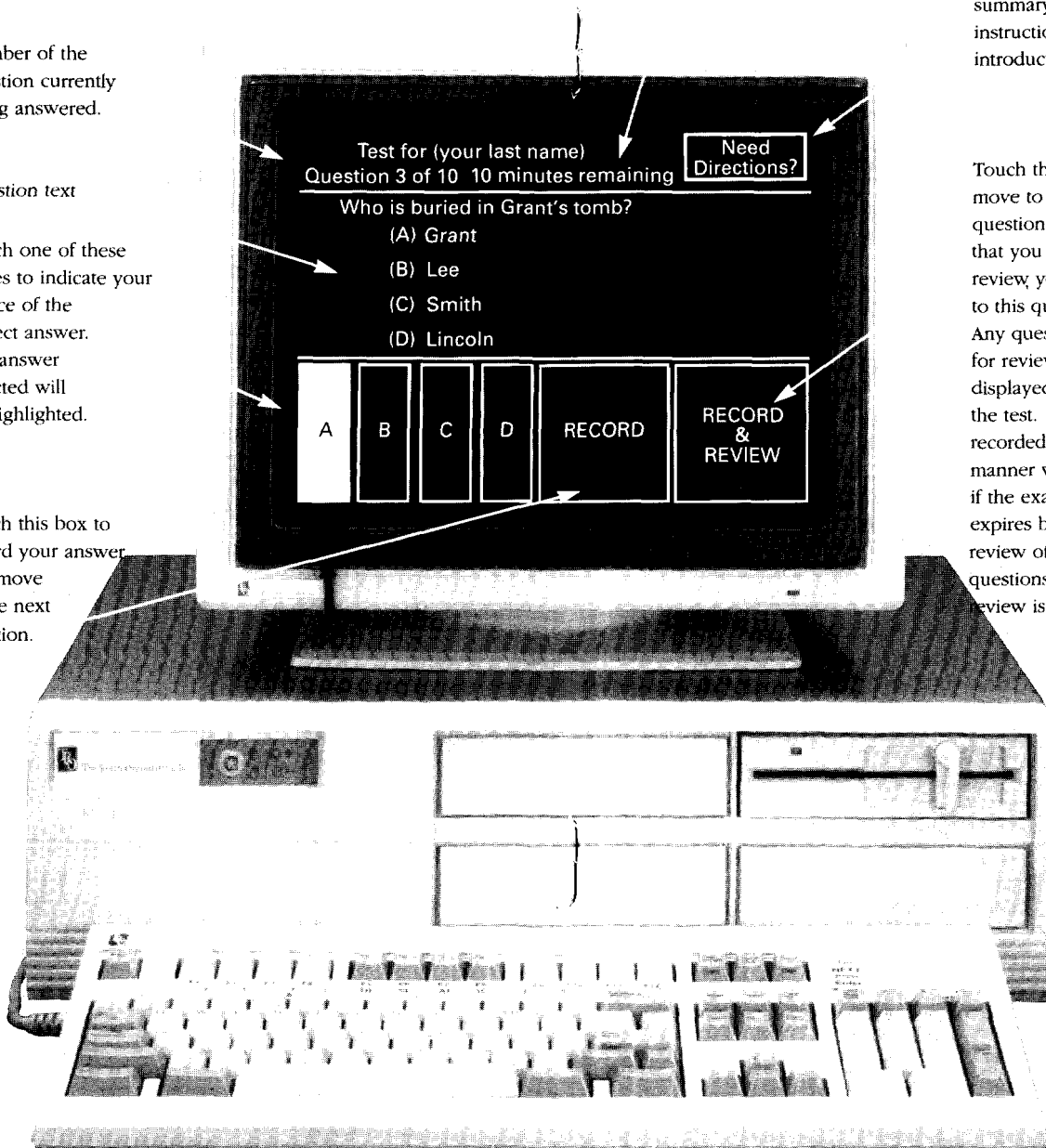
Number of the question currently being answered.

Question text

Touch one of these boxes to indicate your choice of the correct answer. The answer selected will be highlighted.

Touch this box to record your answer and move to the next question.

Touch this box to move to the next question and indicate that you want to review your response to this question later. Any questions marked for review will be displayed at the end of the test. Answers recorded in this manner will be graded if the examination time expires before the review of those questions marked for review is completed.



Sample Test Question Display on a PLATO Testing Workstation

QUESTIONS

How do I gain admission to a Center to take my test?

ANSWERS

You should plan to arrive at the Center 15 minutes prior to your scheduled appointment time. Be prepared to present one form of official personal identification that contains your signature and a current picture of yourself. If your identification does not meet these requirements, special arrangements can be made for your admission to the Center; however, these arrangements are the responsibility of the candidate and must be approved by the sponsoring organization prior to your arrival at the Center.

May I bring any material with me to the testing session?

Use of materials during your test is dependent upon the specific examination being delivered. In most cases, you may not bring materials with you to use during the test. The Center personnel can inform you of materials allowed for the test you are taking.

You may use your own pocket calculator if it operates silently, has an independent power source, and does not contain a printing mechanism. You may NOT use a calculator or computer capable of capturing alpha-numeric data.

Upon admission to the Center, you will be required to check all other personal possessions (e.g., books, briefcases, notes, etc.) at the admission desk. Neither the Center nor the sponsoring organization is responsible for personal articles checked at the admission desk.

When do I receive my test results?

At the end of your allotted examination time, or when you voluntarily terminate the examination, your score will be computed and displayed on the PLATO testing workstation screen for you to review. At the option of the sponsoring organization, some candidates will receive a printed score report at the end of the examination.

QUESTIONS

Can equipment problems occur during my examination?

ANSWERS

Yes, problems do occasionally occur. Experience with the PLATO system, however, has been very good. Normally, any system difficulty you may encounter can be quickly corrected by the Center personnel. You should immediately notify the Center personnel if you experience any system malfunction.

What kinds of system problems might I experience while taking my test?

System Malfunction — In this situation, the PLATO system will be temporarily unavailable. When the system recovers, your examination will resume at the last question answered and recorded by the system. You will then receive the same amount of time remaining from that point in which to complete your examination.

In the event of a system malfunction, you will be required to wait at the Center for 30 minutes. Then, if the system remains inoperative, you will be given the option to wait or to reschedule a new appointment. If you choose to reschedule your appointment, you will not be required to submit a new registration form or examination fee.

Workstation Malfunction — In rare instances, the touch panel of the PLATO testing workstation can become misaligned, causing delays in accepting your commands. You should immediately notify the Center personnel for resolution of the problem. Any test time lost due to PLATO testing workstation malfunctions will be added to the time remaining on your examination.

Important things to remember

- Contact the Center at which you desire to take your examination as far in advance as possible in order to receive an appointment convenient to your schedule.
- A cancellation fee will be assessed for appointments missed or not cancelled in a timely fashion.
- Your cancellation will be considered "timely" if you cancel according to the following schedule:

If Appointment is Scheduled for:

Cancellation Must be Made No Later Than Noon On:

Monday	Thursday of the preceding week
Tuesday	Friday of the preceding week
Wednesday	Monday of the same week
Thursday	Tuesday of the same week
Friday	Wednesday of the same week

Note: If a holiday occurs during the normal cancellation period, this schedule will be adjusted to define "timely" cancellation as one day earlier than stated above.

- Arrive at the PLATO Professional Development Center 15 minutes prior to your scheduled appointment time.
- Be prepared to present one form of official personal identification that contains your signature and a current picture of yourself.

FAA REGISTRATION

Please be prepared to provide the following information when you register for your FAA examination. You may FAX this form to (612) 832-1290 or call Central Registration at 1-800-869-1100.

Name _____
Last, First, Middle

Mailing Address _____

City _____ State _____ Zip _____

Telephone: Day (____) _____

Evening (____) _____

Fax (____) _____

Date of Birth _____

Birthplace _____
City, State

Physical Description: Height _____ Weight _____

Hair _____ Eyes _____

Citizenship _____

Social Security Number _____

Exam Name _____

Exam Number _____

Is This A Retest: Yes ☐ No ☐

Date of Last Test _____

Have you taken, or are you currently taking an FAA approved course: Yes ☐ No ☐

Graduation Date _____

School Name _____

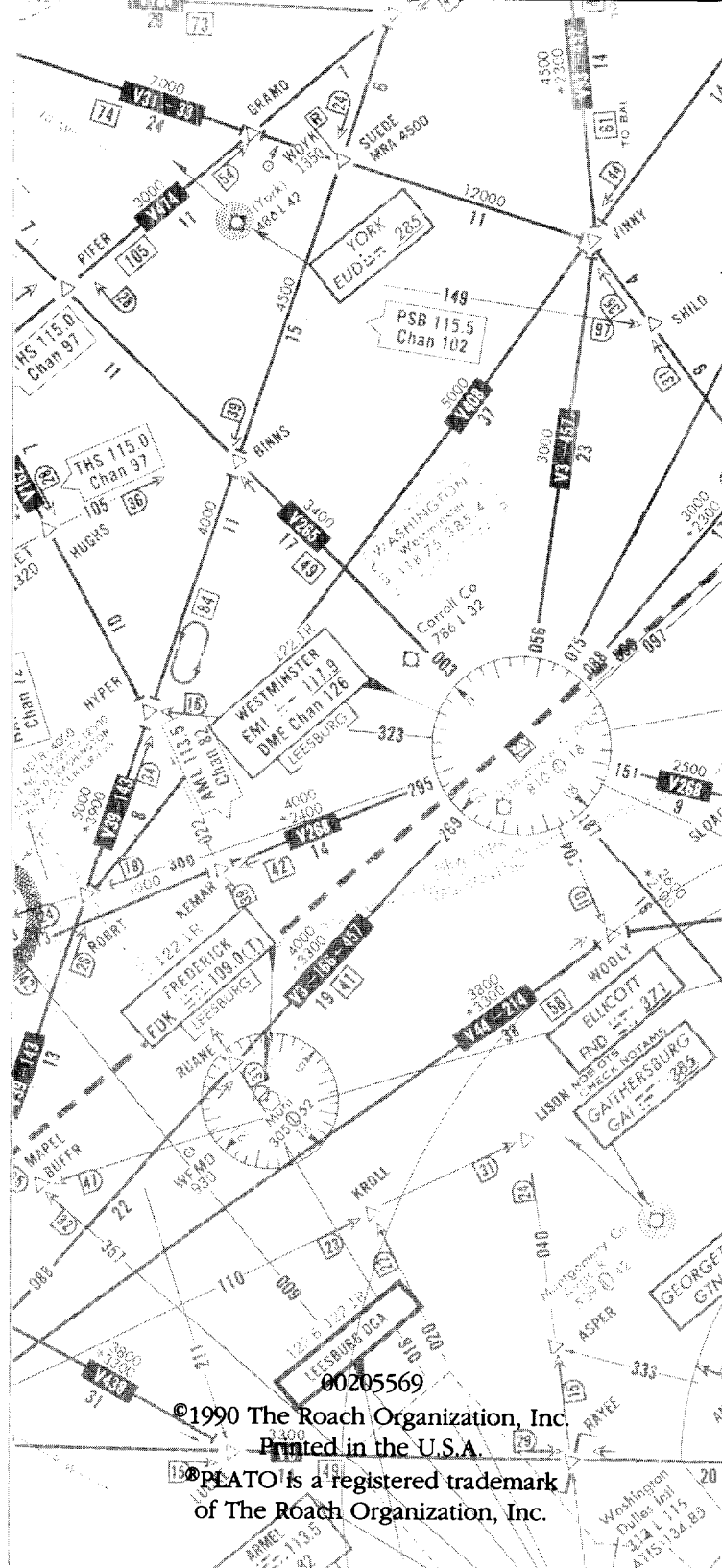
City _____ State _____

Credit Card Name _____

Credit Card Number _____

Expiration Date _____

NOTES:

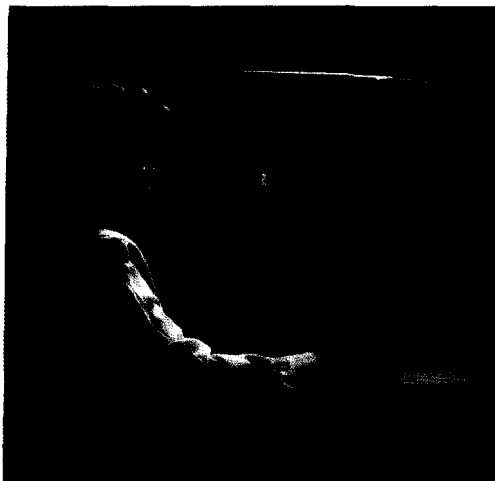


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Computer-Based Testing from TRO. The Choice of Professionals.

Professional certification and licensing has become synonymous with quality for many organizations, government agencies, and associations. And, for more than a decade, PLATO® computer-based testing from The Roach Organization, Inc. (TRO) has met the professional certification and licensing needs of organizations throughout the United States and Canada.

Working in partnership with the National Association of Securities Dealers (NASD), TRO administers over 800,000 hours of customized, computer-based examinations each year through an extensive network of more than 50 PLATO Professional Development Centers staffed with full-time proctors.



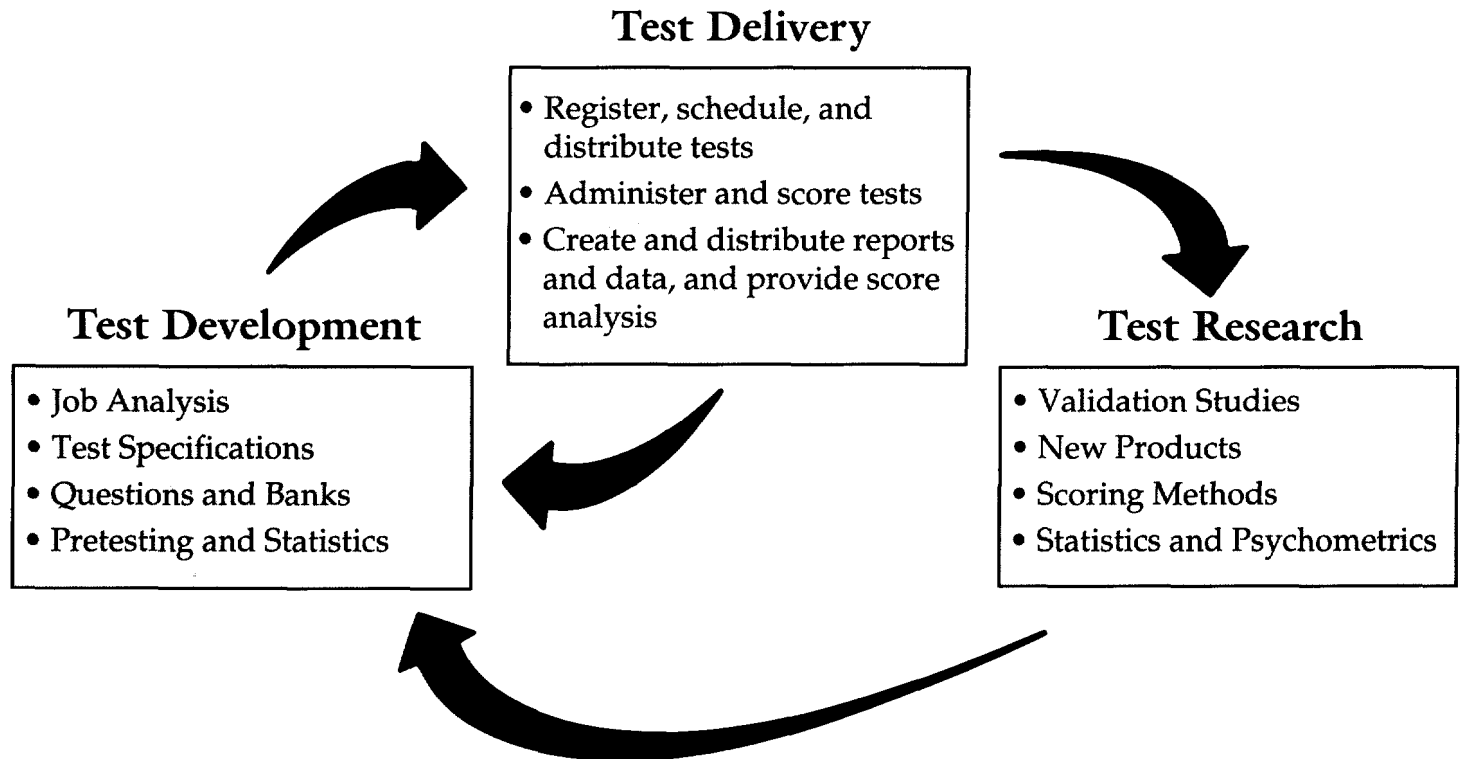
This partnership provides clients with state-of-the-art testing services based on experience and technology unmatched by any other company in the field.

The PLATO testing system was originally developed nearly 15 years ago to meet the complex licensing needs of the NASD. Today, TRO continues to support NASD testing in addition to providing full-service, computer-based testing capabilities to a list of distinguished professional organizations, including:

- Federal Aviation Administration
- The American College
- American Home Economics Association
- The American Registry of Diagnostic Medical Sonographers
- Registry of Financial Planning Practitioners
- Banyan Systems
- Novell, Inc.
- Real Estate Appraisers
- Numerous State Licensing Authorities

TRO Certification
and
Testing
Services

Full-Service Testing Capabilities



As professional organizations face growing populations of test candidates, questions arise as to how to develop and deliver strategically sound tests in a consistent and nonbiased manner, while maintaining strict integrity and security in the scoring and reporting processes.

From test research, to test development, to delivery, scoring, and reporting, TRO will work with you to custom design state-of-the-art, computerized tests to meet the specifications and standards defined by your organization.

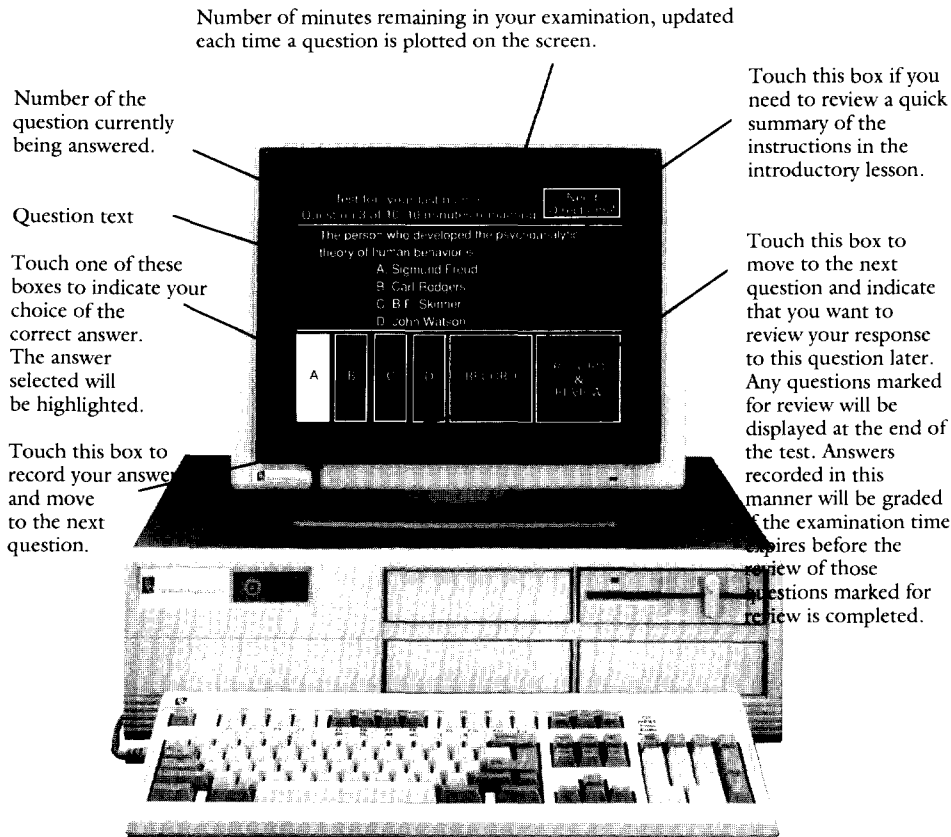
Our experienced test developers will conduct extensive research to support the overall integrity and validity of your tests.

Once complete, this research data is used to develop tests which incorporate the most effective testing strategies to accomplish your objectives (e.g., forms testing, randomly generated testing, or computer adaptive testing).

Tests are then stored on TRO's central computer database and are delivered to the appropriate testing center via a telecommunications link.

Scoring and reporting procedures, as defined by your organization, are strictly and securely monitored and adhered to by trained testing personnel.

A Convenient, Easy to Use Testing System



Convenience is one of the major advantages of computerized testing for test candidates.

With more than 50 PLATO® Professional Development Centers located throughout the United States and Canada, candidates can arrange to take tests at times and locations convenient to their schedules.

By simply placing a toll-free phone call to TRO Central Registration, the candidate registers for the test and pays the appropriate test fee via credit card.

Taking a test on the PLATO system is easy! Each PLATO Professional Development Center has been specifically designed with modular testing stations to provide a comfortable, nonthreatening and controlled environment.

Upon arrival at the Center, the candidate is registered and asked for appropriate identification. Before starting the test, an introductory lesson familiarizes the candidate with the operation of the PLATO system and the procedures used in completing the test. Test questions may be answered by either a keypress or by touching the appropriate area on the workstation screen.

Faster Qualification, Greater Security

Testing on the PLATO® system can dramatically shorten the qualification timeframe for test candidates. Waiting for test results is eliminated; grading is immediate for the candidate and customized reports are generated within a day for your organization. The time savings can be critical to your operations; the candidate can often begin his or her job in days instead of weeks!

The highest security standards are maintained before, during, and after candidate testing. System security includes encryption and sign-on limitations to provide multi-layered security measures. TRO's security procedures have been refined in nearly 15 years of service unblemished by security breaches.

The integrity of individual results is strictly maintained. Each candidate is required to present two forms of identification upon arrival at the PLATO Professional Development Center. Tests are administered under the security of trained proctors and results are kept as confidential as you require.

Candidate examination records are consolidated and securely kept in the central computer database. Examination statistics are continuously maintained and updated to provide you with the information you need to ensure the validity and quality of your tests on an ongoing basis.

The Roach Organization, Inc. Certification & Testing Services

Central Registration/ Corporate Headquarters

4660 West 77th Street
Edina, Minnesota 55435
Registration – (800) 869-1100
Phone – (612) 832-1000
Fax – (612) 832-1290

Executive Offices

150 North Martingale Road
Suite 700
Schaumburg, Illinois 60173
Phone – (708) 517-5100
Fax – (708) 517-2635

Canadian Headquarters

W. R. Roach & Associates (Canada) Ltd.
110 Bloor Street West
Suite 204
Toronto, Ontario M5S 2W7
Phone – (416) 964-8845
Fax – (416) 964-0588

PLATO PROFESSIONAL DEVELOPMENT CENTER LOCATIONS

• Birmingham, AL • Little Rock, AR • Phoenix, AZ • Irvine, CA • Los Angeles, CA • San Diego, CA • San Francisco, CA • Denver, CO • Hartford, CT • Norwalk, CT
• Miami, FL • Orlando, FL • Atlanta, GA • Des Moines, IA • Bloomington, IL • Chicago, IL • Indianapolis, IN • Louisville, KY • New Orleans, LA • Boston, MA
• Baltimore, MD • Detroit, MI • Minneapolis, MN • Kansas City, MO • St. Louis, MO • Charlotte, NC • Omaha, NE • West Orange, NJ • Albuquerque, NM
• Melville, NY • New York, NY • Rochester, NY • Cincinnati, OH • Cleveland, OH • Columbus, OH • Oklahoma City, OK • Portland, OR • Allentown, PA
• Harrisburg, PA • Philadelphia, PA • Pittsburgh, PA • Memphis, TN • Nashville, TN • Dallas, TX • Houston, TX • San Antonio, TX • Salt Lake City, UT
• Alexandria, VA • Norfolk, VA • Richmond, VA • Roanoke, VA • Seattle, WA • Milwaukee, WI • Toronto, Ontario, Canada